

REQUEST FOR PROPOSAL FOR

Franklin County Pa Camera Project

ISSUING OFFICE

Office of Information Technology Services

RFP NUMBER

2016172-3

DATE OF ISSUANCE

22 AUG 2016

REQUEST FOR PROPOSAL

FOR

2016172-3

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CALENDAR OF EVENTS

The County will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit Questions via email to: Noll Wilt, ncwilt@franklincountypa.gov	Contractors	12 Sep 2016
Preproposal Conference and Site Visit: Administrative Annex 218 North Second Street Chambersburg, PA 17201	Issuing Office/ Contractors	8:30am 8 Sep 2016
Answers to Potential Contractor questions posted to https://sites.google.com/a/franklincountypa.gov/its-rfp-2016172-3/home no later than this date.	Issuing Office	13 Sep 2016
Please monitor the (project web site) for all communications regarding the RFP.	Contractors	Ongoing
Sealed proposal must be received by the Project Manager at: Noll Wilt Administrative Annex c/o: Franklin County Information Technology Services 218 North Second Street Chambersburg, PA 17201	Contractors	16 Sep 2016

PART I

GENERAL INFORMATION

I-1. Purpose

This Request for Proposal ("RFP") provides sufficient information to qualified Contractors to enable them to prepare and submit proposals for the Office of Information Technology Services' consideration on behalf of the County of Franklin ("County") to satisfy a need for Franklin County Offices Camera Administration Centralization Project ("Project") throughout all County facilities.

I-2. Issuing Office

The Office of Information Technology Services ("Issuing Office") has issued this RFP on behalf of the County. The sole point of contact in the County for this RFP shall be Noll Wilt, 218 North Second Street, Chambersburg, PA 17201, ncwilt@franklincountypa.gov, the Issuing Officer for this RFP. Please refer all inquiries to the Issuing Officer.

I-3. Scope

This RFP contains instructions governing the requested proposals, including the requirements for the information and material to be included; a description of the service to be provided; requirements which Contractors must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFP.

I-4. Problem Statement

The County currently utilizes a combination of different cameras and Digital Video Recorders (DVRs) which remain localized to each facility. Each facility has different capabilities for video playback and recording length. There is a mixture of analog and IP cameras. Due to licensing restrictions with various DVRs, not all personnel, who have need, are able to log on and view feeds and recordings. The County has a need to centralize the recording of video to one system which manages all cameras at all facilities through ethernet connectivity.

I-5. Preproposal Conference.

The Issuing Office will hold a preproposal conference as specified in the Calendar of Events. The purpose of this conference is to provide opportunity for clarification of the RFP. An onsite tour of the main buildings will be made available. Contractors should forward all questions to the Issuing Office in accordance with **Section I-6** to ensure adequate time for analysis before the Issuing Office provides an answer. Contractors may also ask questions at the conference. The preproposal conference is for information only. Any answers furnished during the conference will not be official until they have been verified, in writing, by the Issuing Office. All questions and written answers will be posted at <https://sites.google.com/a/franklincountypa.gov/its-rfp-2016172-3/home> as an

addendum to, and shall become part of, this RFP. Attendance at the Preproposal Conference is optional. Please limit attendance to no more than two representatives per company.

I-6. Questions and Answers

If a Contractor has any questions regarding this RFP, the Contractor must submit the questions by email (with the subject line "Consulting Services RFP 2016172-2 Question") to the Issuing Officer. If the Contractor has questions, they must be submitted via email no later than the date and time specified in the Calendar of Events. The Contractor shall not attempt to contact the Issuing Officer by any other means. The Issuing Officer shall post the answers to the County website.

A Contractor who submits a question *after* the deadline date for receipt of questions indicated on the Calendar of Events assumes the risk that its proposal will not be responsive or competitive because the County is not able to respond before the proposal receipt date or in sufficient time for the Contractor to prepare a responsive or competitive proposal. When submitted after the deadline date for receipt of questions indicated on the Calendar of Events, the Issuing Officer *may* respond to questions of an administrative nature by directing the questioning Contractor to specific provisions in the RFP. To the extent that the Issuing Office decides to respond to a non-administrative question *after* the deadline date for receipt of questions indicated on the Calendar of Events, the answer will be provided to all Contractors through an addendum.

All questions and responses as posted at <https://sites.google.com/a/franklincountypa.gov/its-rfp-2016172-3/home> are considered as an addendum to, and part of, this RFP. Each Contractor shall be responsible to monitor the County website for new or revised RFP information. The Issuing Office shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFP or formally issued as an addendum by the Issuing Office.

I-7. Addenda to RFP

If the Issuing Office deems it necessary to revise any part of this RFP before the proposal response date, the Issuing Office will post an addendum at <https://sites.google.com/a/franklincountypa.gov/its-rfp-2016172-3/home>. Answers to the questions asked during the Questions & Answers period also will be posted to the County website as an addendum to the RFP.

I-8. Electronic Version of RFP

This RFP is being made available by electronic means. The Contractor acknowledges and accepts full responsibility to insure that no changes are made to the RFP. In the event of a

conflict between a version of the RFP in the Contractor's possession and the Issuing Office's version of the RFP, the Issuing Office's version shall govern.

I-9. Response Date

To be considered, proposals must arrive at the Issuing Office on or before the time and date specified in the RFP Calendar of Events. Contractors who mail proposals should allow sufficient mail delivery time to ensure timely receipt of their proposals. If, due to inclement weather, natural disaster, or any other cause, the Issuing Office location to which proposals are to be returned is closed on the proposal response date, the deadline for submission shall be automatically extended until the next County business day on which the office is open, unless the Contractors are otherwise notified by the County. The time for submission of proposals shall remain the same. Late proposals shall not be considered.

I-10. Incurring Costs

The Issuing Office is not liable for any costs the Contractor incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of receipt of the executed contract.

I-11. Economy Of Preparation

Contractors should prepare proposals simply and economically, providing a straightforward, concise description of the Contractor's ability to meet the requirements of the RFP.

I-12. Proposals

To be considered, Contractors must submit a complete proposal to this RFP, using the format provided in **Part II**, providing **four (4) proposals**. In addition to the paper copies of the proposal, Contractors shall submit **one (1) complete and exact copy of the entire proposal** (along with all requested documents) on CD-ROM or flash drive in Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the paper copy and any spreadsheets must be in Microsoft Excel. The Contractors may not lock or protect any cells or tabs. The CD or Flash drive should clearly identify the Contractor. The Contractor shall make no other distribution of its proposal to any other Contractor or County official or County consultant. Each proposal page should be numbered for ease of reference. An official authorized to bind the Contractor to its provisions must sign the proposal. If the official signs the Proposal Cover Sheet (**Appendix A** to this RFP) and the Proposal Cover Sheet is attached to the Contractor's proposal, the requirement will be met. For this RFP, the proposal must remain valid for one hundred and twenty (120) days or until an executed contract is executed. If the Issuing Office selects the Contractor's proposal as the best value, the contents of the selected Contractor's proposal will become, except to the extent the contents are changed through Best and Final Offers or negotiations, contractual obligations.

Each Contractor submitting a proposal specifically waives any right to withdraw or modify it, except that the Contractor may withdraw its proposal by written notice received at the Issuing Office's address for proposal delivery prior to the exact hour and date specified for proposal receipt. A Contractor or its authorized representative may withdraw its proposal in person prior to the exact hour and date set for proposal receipt, provided the withdrawing person provides appropriate identification and signs a receipt for the proposal. A Contractor may modify its submitted proposal prior to the exact hour and date set for proposal receipt only by submitting a new sealed proposal or sealed modification which complies with the RFP requirements.

I-13. Alternate Proposals.

The Issuing Office has identified the basic approach to meeting its requirements, allowing Contractors to be creative and propose their best solution to meeting these requirements. The Issuing Office will not accept alternate proposals.

I-14. Proposal Contents

- a. Confidential Information. The County is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of Contractor's' submissions in order to evaluate proposals submitted in response to this RFP. Accordingly, except as provided herein, Contractors should not label proposal submissions as confidential or proprietary or trade secret protected. Any Contractor who determines that it must divulge such information as part of its proposal must submit the signed written statement described in subsection c. below and must provide a redacted version of its proposal, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.
- b. County Use. All material submitted with the proposal shall be considered the property of the County and may be returned only at the Issuing Office's option. The County has the right to use any or all ideas not protected by intellectual property rights that are presented in any proposal regardless of whether the proposal becomes part of a contract. Notwithstanding any Contractor copyright designations contained on proposals, the County shall have the right to make copies and distribute proposals internally and to comply with public record or other disclosure requirements under the provisions of any County, Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.
- c. Public Disclosure. After the issuance of an executed contract pursuant to this RFP, all proposal submissions are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. §

67.101, et seq. If a proposal submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Financial capability information submitted in response to this RFP is exempt from public records disclosure under 65 P.S. § 67.708(b)(26).

I-15. Contractor's Representations and Authorizations

By submitting its proposal, each Contractor understands, represents, and acknowledges that:

- a. All of the Contractor's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in making a best value selection. The County shall treat any misstatement, omission or misrepresentation as fraudulent concealment of the true facts relating to the proposal submission, punishable pursuant to 18 Pa. C.S. § 4904.
- b. The Contractor has arrived at the price(s) and amounts in its proposal independently and without consultation, communication, or agreement with any other Contractor or potential Contractor.
- c. The Contractor has not disclosed the price(s), the amount of the proposal, nor the approximate price(s) or amount(s) of its proposal to any other firm or person who is a Contractor or potential Contractor for this RFP, and the Contractor shall not disclose any of these items on or before the proposal submission deadline specified in the Calendar of Events of this RFP.
- d. The Contractor has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- e. The Contractor makes its proposal in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- f. To the best knowledge of the person signing the proposal for the Contractor, the Contractor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to

bidding or proposing on any public contract, except as the Contractor has disclosed in its proposal.

- g. To the best of the knowledge of the person signing the proposal for the Contractor and except as the Contractor has otherwise disclosed in its proposal, the Contractor has no outstanding, delinquent obligations to the County including, but not limited to, any tax liability not being contested on appeal or other obligation of the Contractor that is owed to the County.
- h. The Contractor is not currently under suspension or debarment by the County, any other state or the federal government, and if the Contractor cannot so certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.
- i. Each Contractor, by submitting its proposal, authorizes County agencies to release to the County information concerning the Contractor's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
- j. Until the selected Contractor receives a fully executed contract from the Issuing Office, there is no legal and valid contract, in law or in equity, and the Contractor shall not begin to perform work, for the Project.

I-16. Prime Contractor Responsibilities

The selected Contractor will be required to assume responsibility for all services offered in the proposal whether it produces them itself or by subcontract. The Issuing Office and Project Manager will consider the selected Contractor to be the sole point of contact with regard to contractual matters.

I-17. Resources

Contractors shall provide all services, supplies, facilities, and other support necessary to complete the identified work, except as otherwise provided in this **Section I-17**.

Contractors will also be required to provide background checks for any employee who is involved with the project. Background checks and any expenses associated with the background will be the responsibility of the bidder. Background checks can be performed here: <https://epatch.state.pa.us/Home.jsp>

The Issuing Office will provide two (2) staff persons as contact points on this project. Noll Wilt, Director of ITS, Project Manager and Shawn Schaeffer, Network & Security Administrator.

I-18. Rejection Of Proposals

The Issuing Office reserves the right, in its sole and complete discretion, to reject any proposal received in response to this RFP, or to negotiate separately with competing Contractors.

I-19. Discussions for Clarification

Contractors may be required to make an oral or written clarification of their proposals to the Issuing Office to ensure thorough mutual understanding and contractor responsiveness to the RFP requirements. The Issuing Office will initiate requests for clarification.

I-20. Best Value Procurement

In accordance with the County Code Act of August 9, 1955 (P.L. 323, No. 130) As Amended, Article XVIII Sect. 1802. Contract Procedures; Terms and Bonds; Advertising for Bids, subsection (i), the County has the option to award based on Best Value Procurement.

I-21. Best and Final Offer (BAFO)

While not required, the Issuing Office reserves the right to conduct discussions with Contractors for the purpose of obtaining "Best and Final Offers." To obtain Best and Final Offers from Contractors, the Issuing Office may do one or more of the following, in combination and in any order:

- a. Schedule oral presentations
- b. Request revised proposals
- c. Conduct a reverse online auction
- d. Enter into pre-selection negotiations

The following Contractors will **not** be invited by the Issuing Office to submit a Best and Final Offer:

- a. Those Contractors which the Issuing Office has determined to be not responsible or whose proposals the Issuing Office has determined to be not responsive.

The Issuing Office may further limit participation in the Best and Final Offers process to those remaining responsible Contractors which the Issuing Office has, within its discretion, determined to be within the top competitive range of responsive proposals.

Evaluation Criteria found in **Part III, Section III-4**, shall also be used to evaluate the Best and Final Offers.

Price reductions offered through any reverse online auction shall have no effect upon the Contractor's Technical Submittal.

I-22. Notification of Selection

The Issuing Office will notify the selected Contractor in writing of its selection as the best value contractor after the Issuing Office has determined, taking into consideration all of the evaluation factors, the proposal that is the most advantageous to the Issuing Office.

I-24. Contract Requirements

The selected contractor will be required to enter into an agreement with the County, terms to be provided to successful contractor at or shortly following the time of award. Said agreement will include, but NOT be limited to, scope of work, mutual indemnification clauses, general terms and conditions, and the inclusion of insurance requirements, typically as follows:

- a. General Liability \$1,000,000/occurrence, \$1,000,000 aggregate;
- b. Automobile Liability, any auto, Combined Single Limit \$1,000,000;
- c. Workers' Compensation and Employer's Liability at Statutory Limits;
- d. Employee Dishonesty Coverage \$50,000
- e. Professional Liability Insurance (Errors & Omissions) \$1,000,000.

Please note that insurance requirements in the agreement presented to the successful contractor may change depending upon the nature and scope of the project; however, these amounts are set forth as minimum amounts typically required by the County.

I-25. Executed Contract

The successful Contractor will be issued an executed contract. The term of the executed contract will commence on the Effective Date. No work may begin or be reimbursed prior to the date of issuance of the executed contract. The selected Contractor will be paid after submitting invoices, provided it is in accordance with the work plan and approved by the County Project Manager. Final payment will not be made until all Project work has been successfully completed.

I-26. News Releases

Contractors shall not issue news releases, internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.

PART II PROPOSAL REQUIREMENTS

II-1. General Requirements

Contractors must submit their proposals in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Contractors should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the Proposal. All cost data relating to this proposal should be kept separate from and not included in the Technical Submittal. Each Proposal shall consist of the following **two** separately sealed submittals:

- a. Technical Submittal, which shall be a response to RFP **Part II, Sections II-1 through II-6;**
- b. Cost Submittal, in response to RFP **Part II, Section II-7.**

The Issuing Office reserves the right to request additional information which, in the Issuing Office's opinion, is necessary to assure that the Contractor's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.

The Issuing Office may make investigations as deemed necessary to determine the ability of the Contractor to perform the Project, and the Contractor shall furnish to the Issuing Office all requested information and data. The Issuing Office reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the Issuing Office that such Contractor is properly qualified to carry out the obligations of the RFP and to complete the Project as specified.

II-2. Statement of the Problem

State in succinct terms your understanding of the problem presented or the service required by this RFP.

II-3. Management Summary

Include a narrative description of the proposed effort and a list of the items to be delivered or services to be provided.

II-4. Work Plan

Describe in narrative form your technical plan for accomplishing the work. Use the task descriptions in **Part IV** of this RFP as your reference point. Modifications of the task descriptions are permitted; however, reasons for changes should be fully explained. Indicate the number of person hours allocated to each task.

II-5. Prior Experience

Include experience in the tasks and objectives directly related to this RFP. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Studies or projects referred to must be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

II-6. Material Specification

Contractor will supply specification sheets for all materials that are included as part of their response. This information will be provided to the County by the contractor in their bid and before their material order is placed. Contractor may substitute "or equivalent" materials where identified in specifications or drawings. The substitution will need to be of equal design and quality, and approved by the County.

II-7. Cost Submittal

The information requested in this **Section II-7** and **Appendix B** shall constitute the Cost Submittal. The total cost you are proposing must be broken down into the components listed on **Appendix B**.

- a. Direct Labor Costs. Itemize to show the following for each category of personnel with a different hourly rate. ***Prevailing wage rates will apply:***
 - i. Category (e.g., partner, project manager, analyst, senior auditor, research associate)
 - ii. Estimated hours
 - iii. Rate per hour
 - iv. Total cost for each category and for all direct labor costs
- b. Travel and Subsistence. Itemize transportation, lodging and meals per diem costs separately. Travel and subsistence costs must conform with the requirements of the most current version of County Policy 901.00, *Employee Travel and Reimbursement Policy* which can be found at <https://sites.google.com/a/franklincountypa.gov/its-rfp-2016172-3/home>
- c. Consultant Costs. Itemize as in (a) above.

- d. Subcontract Costs. Itemize as in (a) above.
- e. Cost of Supplies and Materials. Itemize.
- f. Other Direct Costs. Itemize.
- g. Total Cost.

Contractors should **not** include any assumptions in their cost submittals. If the Contractor includes assumptions in its cost submittal, the Issuing Office may reject the proposal. Contractors should direct in writing to the Issuing Office pursuant to **Part I, Section I-6** of this RFP, any questions about whether a cost or other component is included or applies. All Contractors will then have the benefit of the Issuing Office's written answer so that all proposals are submitted on the same basis.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal must be:

- a. Timely received from an Contractor
- b. Properly signed by the Contractor

III-2. Technical Nonconforming Proposals. The two (2) Mandatory Responsiveness Requirements set forth in **Section III-1** above (A-B) are the only RFP requirements that the County will consider to be *non-waivable*. The Issuing Office reserves the right, in its sole discretion, to (1) waive any other technical or immaterial nonconformities in an Contractor's proposal, (2) allow the Contractor to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Contractor's proposal.

III-3. Evaluation. The Issuing Office has selected a committee of qualified personnel to review and evaluate timely submitted proposals. The Issuing Office will notify in writing the responsible Contractor whose proposal is determined to offer the best value to the County as determined by the Issuing Office after taking into consideration all of the evaluation factors.

III-4. Evaluation Criteria. The following criteria will be used in evaluating each proposal:

- a. Cost
- b. Time to complete project
- c. Previous experience completing similar projects
- d. Effectiveness of proposed solution to the problem statement

III-5. Contractor Responsibility.

To be responsible, a Contractor must submit a responsive proposal and possess the capability to fully perform the project requirements in all respects and the integrity and reliability to assure good faith performance of the project.

The Issuing Office requires a 10% bond on material & labor as well as a 10% performance bond conditioned upon the faithful performance of the project by the Contractor. The required performance security must be issued or executed by a bank or surety company authorized to do business in the Commonwealth of Pennsylvania. The cost of the required performance security will be the sole responsibility of the Contractor and cannot increase the Contractor's cost proposal or the project cost to the County.

III-6. Final Ranking and Award.

- a. The Issuing Office will rank responsible Contractors according to the total overall evaluation of the submitted proposals.

- b. The Issuing Office has the discretion to reject all proposals or cancel the request for proposals, at any time prior to the time an executed contract is issued, when it is in the best interests of the County. The reasons for the rejection or cancellation shall be made part of the contract file.

PART IV

WORK STATEMENT

IV-1. Objectives.

- a. **General.** The County currently utilizes a combination of different cameras and Digital Video Recorders (DVRs) which remain localized to each facility. Each facility has different capabilities for video playback and recording length. There is a mixture of analog and IP cameras. Due to licensing restrictions with various DVRs, not all personnel, who have need, are able to log on and view feeds and recordings. The County has a need to centralize the recording of video to one system which manages all cameras at all facilities through ethernet connectivity.
- b. **Specific.** The Contractor will provide a solution which takes the diverse cameras and recording equipment and converts them to a centralized system which allows more efficient administration and recording review. Additionally, this solution will allow for growth and the eventual replacement of analog cameras with more modern and sophisticated IP cameras.

IV-2. Nature and Scope of the Project.

The Contractor will be responsible for connecting cameras at 17 locations within the County to one centralized administration console. The County is open to various suggestions as to cost effective and efficient ways to accomplish this goal. The Contractor may offer cloud or on-premise solutions. It is anticipated that the County will retain its current camera set with the ability to upgrade over the next couple years. However, cost effective solutions involving camera replacements may be proposed as well.

The 17 facilities in question currently have DVRs local to each building with a mix of IP cameras and coaxial cameras. Cameras are currently accessed via Ethernet to the DVRs. The location and camera specifications are as follows:

- a. **Courthouse Annex**
 - i. 157 Lincoln Way East, Chambersburg, PA 17201
 - ii. 29 coaxial cameras
 - iii. 6 IP cameras
- b. **Courthouse**
 - i. 2 N. Main St., Chambersburg, PA 17201
 - ii. 8 coaxial cameras
- c. **Hearing Annex**
 - i. 31 N. Second St., Chambersburg, PA 17201
 - ii. 6 coaxial cameras

- d. **Administrative Annex**
 - i. 218 N. Second St., Chambersburg, PA 17201
 - ii. 15 coaxial cameras
 - iii. 6 IP cameras
- e. **Human Services Building**
 - i. 425 Franklin Farm Lane, Chambersburg, PA 17202
 - ii. 13 coaxial cameras
 - iii. 6 IP cameras
- f. **Agricultural Heritage Building**
 - i. 185 Franklin Farm Lane, Chambersburg, PA 17202
 - ii. 5 coaxial cameras
- g. **Area Agency on Aging**
 - i. 600 Norland Ave., Suite 11, Chambersburg, PA 17201
 - ii. 3 coaxial cameras
- h. **Day Reporting Center**
 - i. 550 Loudon St., Chambersburg, PA 17201
 - ii. 2 IP cameras
- i. **Adult Probation**
 - i. 440 Walker Rd., Chambersburg, PA 17201
 - ii. 5 coaxial cameras
 - iii. 3 IP cameras
- j. **Transportation**
 - i. 201 Franklin Farm Lane, Chambersburg, PA 17202
 - ii. 4 coaxial cameras
- k. **Magisterial District Judge 39-3-04**
 - i. 1157 Garver Lane, Scotland, PA 17254
 - ii. 3 coaxial cameras
- l. **Magisterial District Judge 39-3-07**
 - i. 2038B Lincoln Way East, Chambersburg, PA 17202
 - ii. 2 coaxial cameras
- m. **Magisterial District Judge 39-3-02**
 - i. 22. N. Oller Ave., Waynesboro, PA 17268
 - ii. 3 coaxial cameras
- n. **Magisterial District Judge 39-3-06**
 - i. 113 S. Main St., Mercersburg, PA 17236
 - ii. 3 coaxial cameras
- o. **Magisterial District Judge 39-3-05**
 - i. 401 S. Washington St., Greencastle, PA 17225
 - ii. 4 coaxial cameras
- p. **Magisterial District Judge 39-3-03**
 - i. 9724 Cumberland Hwy., Pleasant Hall, PA 17246
 - ii. 3 coaxial cameras

- q. **Clark's Knob Tower**
 - i. 40.044985 N, 77.753589 W
 - ii. 2 coaxial cameras

IV-3. Requirements.

- a. The proposed system should integrate with the existing County Active Directory services. It must allow for security role configuration which specifies who can access specific cameras, who can watch live streams, who can play back footage, and who can download/extract footage.
- b. The proposed system must allow a minimum of 15 concurrent users to access camera feeds.
- c. The proposed system should allow for adequate storage space to retain 30 days of footage for each camera.
- d. The proposed system should have alerting capabilities when feeds are lost from cameras. The alerts should be received via email or SMS/MMS and should have the capability to send to multiple recipients. The alerts should specify which cameras are down.
- e. The user interface should allow for CCTV views which are configurable to allow multiple cameras to show on the screen at one time.

IV-4. Reports and Project Control.

- a. **Task Plan.** A work plan for each task that identifies the work elements of each task, the resources assigned to the task, and the time allotted to each element and the deliverable items to be produced. A PERT or GANTT chart display should be used to show project, task, milestones and time relationship.
- b. **Status Report.** A weekly progress report covering activities, problems and recommendations. This report should be keyed to the work plan the Contractor developed in its proposal, as amended or approved by the Issuing Office.
- c. **Final Report.** An Executive Summary of deliverables on the project. This report should include work done, amount of time spent on the project, final actual cost, parts used, and testing and certification results.

APPENDIX A
PROPOSAL COVER SHEET
COUNTY OF FRANKLIN, PENNSYLVANIA
OFFICE OF INFORMATION TECHNOLOGY SERVICES
RFP# 2015172-3

Enclosed in two separately sealed submittals is the proposal of the Contractor identified below for the above-referenced RFP:

Contractor Information:	
Contractor Name	
Contractor Mailing Address	
Contractor Website	
Contractor Contact Person	
Contact Person's Phone Number	
Contact Person's Facsimile Number	
Contact Person's E-Mail Address	
Contractor Federal ID Number	

Submittals Enclosed and Separately Sealed:	
•	Technical Submittal
•	Cost Submittal

<i>Signature</i>
Signature of an official authorized to bind the Contractor to the provisions contained in the Contractor's proposal:
Printed Name
Title

APPENDIX B
COST MATRIX
COUNTY OF FRANKLIN, PENNSYLVANIA
OFFICE OF INFORMATION TECHNOLOGY SERVICES
RFP# 2015172-3

Direct Labor Costs				
Category	In-house (I), Consultant (C), or Subcontractor (S)	Rate per hour	Estimated Hours	Total
TOTAL OF ALL LABOR COSTS:				

Cost of Materials and Supplies			
Description	Unit Cost	Estimated # of Units	Total
TOTAL OF ALL MATERIALS AND SUPPLIES COSTS:			

[illegible]